

AIS Manual 25-L37-AJK-ATT-EM-4

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SECTION 6. INVENTORY MANAGEMENT FUNCTION

6.1 Inventory Management Function.

a. Use the Inventory Management Function to complete weekly and monthly physical inventories. This function contains three subfunctions and two exit options:

- (1) Weekly Inventory (para 6.2).
- (2) Monthly Inventory (para 6.3).
- (3) Cancel Inventory (para 6.4).
- (4) Return to DFO Command Menu.
- (5) Exit from DFO Processing.

b. Select Option B from the AFMIS-DFO Main Menu (fig. 6.1-1) to review the subfunctions in Inventory Management.

AFMIS-DFO: A B C D E F G X	
Inventory	
DATE: 21 Feb 01 DINING FACILITY OPERATIONS COMMAND MENU AJK-003	
-----Press F8 for Help-----	
A - MEAL PRODUCTION PLANNING	F - HEADCOUNT MAINTENANCE
B - INVENTORY	G - COOK STATUS
C - TRANSFERS	H - BATCH
D - ROS / SOC	X - SIGN OFF THE DFO SUSSYSTEM
E - INQUIRES	

Figure 6.1-1. Inventory Menu Selection.

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c. The Inventory Menu (fig. 6.1-2) is displayed.

INVENTORY: A B C R X Weekly		
DATE: 21 Feb 01	INVENTORY MENU	AJK-426
-----Press F8 for Help-----		
A - WEEKLY		
B - MONTHLY		
C - CANCEL INVENTORY		
R - RETURN TO DFO COMMAND MENU		
X - EXIT FROM DFO PROCESSING		

Figure 6.1-2. Inventory Menu (AJK-426).

6.2 Weekly Inventory Subfunction.

a. Use the Weekly Inventory Subfunction to count and verify quantities for high dollar and sensitive items outlined in AR 30-1. These items require intensive management and are coded on the Master Item File (MIF). This Subfunction contains two processes and two exit options.

- (1) Sensitive (par 6.2.1).
- (2) All Items (see paragraphs 6.2.1 through 6.2.1.5.4 for processing instructions).
- (3) Return to the Inventory Menu.
- (4) Exit From DFO Processing.

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b. To access the Weekly Inventory Items Menu from the DFO Main Menu, select the options in figure 6.2-1.

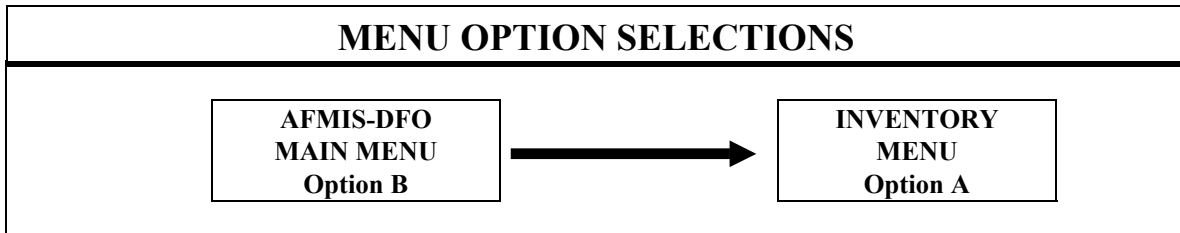


Figure 6.2-1. Weekly Inventory Items Menu Selection.

c. The Weekly Inventory Items Menu (fig. 6.2-2) is displayed.

WEEKLY INVENTORY ITEMS: A B R X Sensitive items		
DATE: 21 Feb 01	WEEKLY INVENTORY ITEMS MENU	AJK-450
-----Press F8 for Help-----		
A - SENSITIVE ITEMS B - ALL ITEMS R - RETURN TO THE INVENTORY MENU X - EXIT FROM DFO PROCESSING		

Figure 6.2-2. Weekly Inventory Items Menu (AJK-450).

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6.2.1 Sensitive Items Process.

a. Use this process to count and verify quantities for high dollar and sensitive items. This process contains five subprocesses and two exit options.

- (1) Print Count Sheets (para 6.2.1.1).
- (2) Enter Counts (para 6.2.1.2).
- (3) Enter Recounts (para 6.2.1.3).
- (4) Final Inventory: (Physical Inventory Must Be Complete) (para 6.2.1.4).
- (5) Print Last Weekly Inventory Report (para 6.2.1.5).
- (6) Return to Weekly Inventory Items Menu.
- (7) Exit From DFO processing.

b. To access the Weekly Inventory Menu from the AFMIS-DFO Main Menu, select the options in figure 6.2-3.

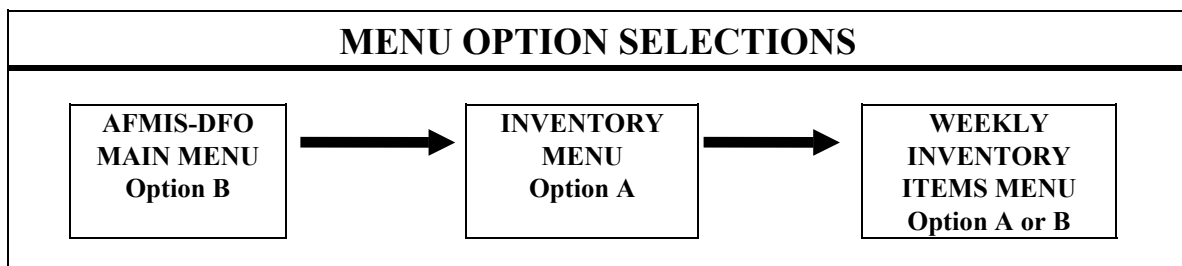


Figure 6.2-3. Weekly Inventory Menu Selection.

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c. The Weekly Inventory Menu (fig. 6.2-4) is displayed.

WEEKLY INVENTORY: A B C D E R X		
Print count sheets		
DATE: 21 Feb 01	WEEKLY INVENTORY MENU	AJK-458
-----Press F8 for Help-----		
A - PRINT COUNT SHEETS		
B - ENTER COUNTS		
C - ENTER RECOUNTS		
D - FINAL INVENTORY: (PHYSICAL INVENTORY MUST BE COMPLETE)		
E - PRINT LAST WEEK'S INVENTORY REPORT		
R - RETURN TO WEEKLY INVENTORY ITEMS MENU		
X - EXIT FROM DFO PROCESSING		

Figure 6.2-4. Weekly Inventory Menu (AJK-458).

6.2.1.1 Print Count Sheets Subprocess - Weekly. Use this subprocess to print weekly perishable and semiperishable count sheets. Only those items with a system balance on hand (BOH) of either positive or negative greater than zero will be listed on the count sheets.

6.2.1.1.1 Processing Restrictions. None.

6.2.1.1.2 Processing Materials. None.

6.2.1.1.3 Processing Actions. To print the count sheets, select A from the Weekly Inventory Menu (fig. 6.2-4).

a. A series of messages are displayed while the report is being generated. (1) Accessing database. Please wait.

b. After the report is printed, two messages are displayed: **(1) Count sheets have been generated, (2) Press [ENTER] to exit the process.**

NOTE 1: If you have already started a specific type of inventory and have not finalized it, a series of messages are displayed: **(1) Accessing database, please wait; (2) Press [ENTER] to exit and complete the type inventory already initiated.** At the bottom of the screen it will tell you which inventory you had already started.

Example: A Weekly inventory of all items has already been initiated but not completed.

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NOTE 2: If you start entering counts and try to print count sheets again (for the same type of inventory), a message is displayed: **COUNTS HAVE ALREADY BEEN ENTERED AND WILL BE SET TO 0. Do you wish to print the count sheets? (Y/N)**

To cancel (restart) this inventory, enter Y and press [ENTER]. Your count entries are deleted and one set of count sheets PCN AJK-442 is printed.

OR

To continue processing this inventory, enter N and press [ENTER]. The Weekly Inventory Menu is displayed. Select option B to continue entering your initial counts.

- c. Press [ENTER] and the Weekly Inventory Menu is displayed.
- d. To exit this menu, select R. The Weekly Inventory Items Menu is displayed.

6.2.1.1.4 Outputs.

- a. One copy of the Count Sheet Generation Weekly Report (PCN AJK-442) is printed.
- b. Use these count sheets to conduct your weekly inventory. If you find items in the storeroom that are not listed on the count sheets, write them on the report for addition during the Enter Counts subprocess. You may discard the count sheets after the Weekly Inventory Report has been reconciled against the information on the count sheets.

6.2.1.2 Enter Counts Subprocess - Weekly. Use this subprocess to enter your weekly inventory counts for high dollar and sensitive items.

6.2.1.2.1 Processing Restrictions. Print the Count Sheet Generation Weekly Report (PCN AJK-442) before you start this subprocess. Make sure all kitchen requisitions are entered into the system for the period of this inventory and that all orders have been receipted into the system for this period.

6.2.1.2.2 Processing Materials. Use the completed Count Sheet Generation Weekly Report (PCN AJK-442) to enter inventory counts into the system.

6.2.1.2.3 Count Entry Weekly Screen AJK-443. To enter weekly inventory counts, select B from the Weekly Inventory Menu.

- a. The message **Accessing database. Please wait.** is displayed while information for high dollar items is gathered.

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b. The Count Entry Weekly Screen is displayed (fig. 6.2-5) with the items in the same sequence as on the count sheets.

DATE: 21 Feb 01	DINING FACILITY OPERATIONS	AJK-443
ACT CODE: P9300	INVENTORY MANAGEMENT	
	COUNT ENTRY WEEKLY - PERISHABLE	
NSN	ITEM NAME	U/I COUNT QTY
8905004039592	BACON SLICED FZN SHINGLE	LB
8905002991316	BEEF CORNED FZN	LB
8905002852075	BEEF GROUND	LB
8905001335886	BEEF KNUCKLE SPECIAL	LB
8905006558410	BEEF LIVER SLICED	LB
8905010503190	BEEF PATTIE MIX W/ SOY	LB
8905009353268	BEEF PATTIES	LB
8905010503192	BEEF PATTIES W/ SOY	LB
8905004104671	BEEF ROUND	LB
8905001335887	BEEF SHOULDER CLOD	LB
8905001775017	BEEF STEWING DICED	LB
Enter count, then press <ENTER>. Press <ESCAPE> when you have finished.		

Figure 6.2-5. Count Entry Weekly Screen (AJK-443).

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c. The NSN, item name, and unit of issue are displayed (fig. 6.2-6) for each high dollar item. Perishable items are displayed first. The COUNT QTY field is blank.

(1) The cursor remains in the COUNT QTY field throughout processing.

(2) You **cannot** use the [F1] or [F2] keys during this process.

(3) You must make an entry in each field. If you don't have an item on hand, you **must** enter zero as the count quantity.

d. Enter your perishable count quantities from the Count Sheet Generation Weekly Report (PCN AJK-442) or zeros and press [ENTER]. The cursor moves to the next item.

DATE: 21 Feb 01		DINING FACILITY OPERATIONS		AJK-443
ACT CODE: P9300		INVENTORY MANAGEMENT		
COUNT ENTRY WEEKLY - PERISHABLE				
NSN	ITEM NAME	U/I	COUNT	QTY
8905004039592	BACON SLICED FZN SHINGLE	LB	69	
8905002991316	BEEF CORNED FZN	LB	57	
8905002852075	BEEF GROUND	LB	0	
8905001335886	BEEF KNUCKLE SPECIAL	LB	110	
8905006558410	BEEF LIVER SLICED	LB	30	
8905010503190	BEEF Pattie Mix w/ SOY	LB	156	
8905009353268	BEEF Patties	LB	0	
8905010503192	BEEF Patties w/ SOY	LB	72	
8905004104671	BEEF ROUND	LB	0	
8905001335887	BEEF SHOULDER CLOD	LB	56	
8905001775017	BEEF STEWING DICED	LB	55	

Enter count, then press <ENTER>. Press <ESCAPE> when you have finished.

Figure 6.2-6. Count Entry Weekly Screen (example).

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e. Repeat these steps until you finish entering counts for perishable items. The system will then prompt **Do you want to add items to this inventory? (Y/N)**

(1) Enter Y to add any additional items that were not on the count sheets because the system BOH was equal to zero. The cursor moves to the NSN data entry field where you must enter the TIIN of the item(s) to be added. Enter the TIIN and press [ENTER], the item name is displayed and the cursor moves to the count quantity data entry field. **NOTE:** If the TIIN entered is for an item that is already on the inventory a message will be displayed that the item is already on the inventory. You must adjust the quantity for the item already on the inventory. If the TIIN entered is not on the MIF a message will be displayed that the TIIN is invalid). Enter the count quantity and press [ENTER]. Repeat this procedure until all additional items have been added to the inventory and press [ESC]. The system will then prompt **Do you want to review the counts that have been entered? (Y/N)**. Enter Y and the cursor returns to the top of the inventory count quantity data entry field to allow you to review/modify the quantities entered. Enter N and the semiperishable data entry screen is displayed.

OR

(2) Enter N to begin entering semiperishable count quantities. A message is displayed: **Do you want to review the counts that have been entered? (Y/N)**. Enter Y to review/modify the count entries or N to begin entering semiperishable counts.

NOTE: You will see the message **Do you want to review the counts that have been entered? (Y/N)** several times throughout the inventory process. It is recommended that you review the counts that have been entered as many times as necessary to ensure an accurate inventory is taken and processed in the system.

f. Enter N to begin entering the semiperishable count quantities.

g. When you finish your entries, press [ENTER]. A message is displayed: **Do you want to review the counts that have been entered? (Y/N)**. Enter Y to review/modify count entries. Enter N and a series of messages is displayed while the files are updating.

(a) When you complete your initial count entries, the Reconciliation (Recount - Perishable/Semiperishable) Screen AJK-454 is displayed. See paragraph 6.2.1.2.4 for processing instructions.

OR

(b) When you don't complete your initial count entries, a message is displayed: **All physical inventory counts have NOT been entered. Press ENTER to exit the process.** Press [ENTER] and the Weekly Inventory Menu is displayed.

NOTE: You will not be able to complete any other weekly or monthly inventory processes until you finish entering your initial counts or cancel this inventory. You can also effectively **restart** this inventory by re-printing the Count Sheets. When you do this, a message will be displayed **Counts Have Already Been Entered And Will be Set to 0. Do you wish to print the count sheets? (Y/N)**.

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h. To continue entering the inventory counts, select B from the Weekly Inventory Menu. The Count Entry Weekly Screen (fig. 6.2-7) is displayed. The NSN for the last item count entry you completed is displayed.

```

DATE: 15 Aug 95
ACT CODE: P9300
DINING FACILITY OPERATIONS
INVENTORY MANAGEMENT
COUNT ENTRY WEEKLY - PERISHABLE

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NSN	ITEM NAME	U/I	COUNT	QTY
<p>The last PERISHABLE count entered was for NSN: 8905-00-153-5889</p> <p>Press ENTER to continue.</p>				

Figure 6.2-7. Count Entry Weekly Screen - Continue Count Entries.

i. Press [ENTER] and the next group of items is displayed. Follow steps b thru g to finish your initial count entries.

j. To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6.2.1.2.5 for processing instructions.

k. When you finish entering counts for the weekly inventory, press [ENTER]. The Reconciliation (Recount - Perishable/Semi-perishable) Screen AJK-454 is displayed

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6.2.1.2.4 Reconciliation (Recount - Perishable/Semi-perishable) Screen AJK-454. When you complete your initial count entries or select option C from the Weekly Inventory Menu, The Reconciliation (Recount - Perishable/Semi-perishable) Screen is displayed. Use this screen (fig. 6.2-8) to review high dollar and sensitive item variances, print recount sheets (if necessary), and enter recounts. The cursor is positioned in the NEW COUNT field for the first item.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-454
ACT CODE: P9300	INVENTORY MANAGEMENT	
RECONCILIATION (RECOUNT - SEMI-PERISHABLE)		
These items did not agree with the BOH:		
NSN	ITEM NAME	U/I COUNT QTY NEW COUNT
8955002865368	COFFEE 2 LB	LB 10
8955002865372	COFFEE 20 LB	LB 40
Do you want to print the recount sheets? (Y/N)		
RECONCILITATION FINISHED. RUN FINAL INVENTORY TO UPDATE BOH.		

Figure 6.2-8. Reconciliation (Recount - Perishable/Semi-perishable) Screen (AJK-454) - Print Recount Sheets.

a. To print the Weekly Recount Sheet Report (PCN AJK-448) before you enter new counts complete the following steps:

(1) Press [ESC] with no entry on the Reconciliation (Recount - Perishable) Screen. A series of messages is displayed: No **PERISHABLE counts were reconciled during this session. PERISHABLE finished please wait for SEMIPERISHABLE**; then, **Processing data please wait**. The semiperishable items are displayed on the Reconciliation (Recount - Semi-perishable) Screen.

(2) Press [ESC] again. A series of messages is displayed: No **SEMI-PERISHABLE counts were reconciled during this session. Reconciliation finished; do you want to reconcile again? (Y/N)**.

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(3) Enter N and a series of message is displayed: (1) **Do you want to print the recount sheets? (Y/N)**, (2) **RECONCILIATION FINISHED. RUN FINAL INVENTORY TO UPDATE BOH.**

(4) Enter Y and a series of messages is displayed, (1) **Recount Sheets will be generated. please wait.** (2) **Press [ENTER] to exit the process.** One copy of the Weekly Recount Sheet Report (PCN AJK-448) is generated. Press [ENTER] and the report is printed. The Weekly Inventory Menu is displayed.

(5) Use option C to enter Recounts into the system.

OR

b. Use this screen (fig. 6.2-9) to correct count entries made from your original Count Sheet Generation Weekly Report (PCN AJK-442). Enter the new count and press [ENTER]. The cursor moves to the next item.

c. To skip an item, press [ENTER] with no entry.

d. Use the [ENTER] or ARROW keys to move up and down this column to reconcile your counts.

DATE: 15 Aug 95 DINING FACILITY OPERATIONS		AJK-454	
ACT CODE: P9300		INVENTORY MANAGEMENT	
RECONCILIATION (RECOUNT - PERISHABLE)			
These items did not agree with the BOH:			
NSN	ITEM NAME	U/I	COUNT QTY NEW COUNT
8905004039592	BACON SLICED FZN SHINGLE	LB	139 156
8905002991316	BEEF CORNED FZN	LB	40 0
8905002852075	BEEF GROUND	LB	0 0
8905001335886	BEEF KNUCKLE SPECIAL	LB	55 110
8905006558410	BEEF LIVER SLICED	LB	30 20
8905010503190	BEEF PATTIE MIX W/ SOY	LB	110 110
8905009353268	BEEF PATTIES	LB	0 0
8905010503192	BEEF PATTIES W/ SOY	LB	72 72
8905004104671	BEEF ROUND	LB	0 0
Enter new count, then press <ENTER>. Press <ESCAPE> when you have finished.			

Figure 6.2-9. Reconciliation (Recount - Perishable/Semi-perishable)
Screen (AJK-454) - Recount Entries.

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e. When you finish entering all perishable count quantities and press [ENTER] a messages is displayed, **Reconciliation finished.** The Semi-perishable data entry screen is displayed. Enter the semiperishable count quantities.

f. When you finish entering all semiperishable count quantities and press [ENTER] a series of messages are displayed **(1) Recount entry is finished, (2) Do you want to reconcile again? (Y/N)**

(1) Enter Y and the Reconciliation (Recount - Perishable/Semi-perishable) Screen is redisplayed. You can enter new counts.

OR

(2) Enter N and another message is displayed: **Do you want to print the recount sheets? (Y/N)**

(a) Enter Y and a series of messages is displayed while the report is being generated. After the Weekly Recount Sheet Report (PCN AJK-448) is printed, the Weekly Inventory Menu is displayed.

OR

(b) Enter N and a message is displayed **Reconciliation Finished - Run Final Inventory To update BOH. Press [ENTER] to exit the process.** When you press [ENTER] the Weekly Inventory Menu is displayed.

6.2.1.2.5 Interrupt Ring Menu. When you press [DELETE] on Screens AJK-443 and 454, this ring menu (fig. 6.2-10) is displayed. Use it to continue processing or return to the Weekly Inventory Menu.

INTERRUPT MENU: CONTINUE RETURN
Continue Processing

Figure 6.2-10. Interrupt Ring Menu.

a. Select CONTINUE and you can continue processing on the same screen.

b. Select RETURN and the Weekly Inventory menu is displayed. Your inventory counts are not saved.

6.2.1.2.6 Outputs. The Weekly Recount Sheet Report (PCN AJK-448) is printed when you select Y in response to the print count sheet message. See appendix C for an example of this report. You are not required to file this report.

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6.2.1.3 Enter Recounts Subprocess. Use this subprocess to review and enter recounts for items.

6.2.1.3.1 Processing Restrictions. You must complete the Weekly Count Entry Subprocess (para 6.2.1.2) before you start this one.

6.2.1.3.2 Processing Materials. None.

6.2.1.3.3 Reconciliation (Recount - Perishable/Semi-perishable) Screen AJK-454. To enter recounts, select option C from the Weekly Inventory Menu. The Reconciliation (Recount - Perishable/Semi-perishable) Screen is displayed. See paragraph 6.2.1.2.4 for processing steps and screen examples.

6.2.1.4 Final Inventory Subprocess. Use this subprocess to complete the physical inventory. The MIF balances on hand (BOH) are updated with the last counts entered.

6.2.1.4.1 Processing Restrictions. Do not run this subprocess until you complete all inventory processing that affects count entries and are very sure that the count quantities entered are accurate.

6.2.1.4.2 Processing Materials. None.

6.2.1.4.3 Processing Actions. To finish your inventory and update the BOH, select option D from the Weekly Inventory Menu.

a. A series of messages are displayed (1) **Accessing database. Please wait**, (2) **Is this the FINAL inventory count? (Y/N)**.

(1) Enter Y and press [ENTER]. The Final Inventory - Weekly Screen (fig. 6.2-11) is displayed.

OR

(2) Enter N and press [ENTER]. The Weekly Inventory Menu is displayed.

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b. Use the Final Inventory - Weekly Screen (fig. 6.2-11) to request the number of copies you want printed for the final inventory. The cursor is positioned in the NUMBER OF REPORT COPIES field. You can print up to five copies of this report.

DATE: 15 Aug 95	DINING FACILITY OPERATIONS	AJK-447
ACT CODE: P9300	INVENTORY MANAGEMENT	
FINAL INVENTORY - WEEKLY		
NUMBER OF REPORT COPIES: [1]		
(1 TO 5)		
[]		
Enter the number of report copies desired.		

Figure 6.2-11. Final Inventory - Weekly Screen (AJK-447).

- Enter the number of copies you want and press [ENTER]. A series of messages is displayed while the report is being generated.
- After the report is finished, a message is displayed: **Report has been successfully completed.**
- Press [ENTER] and the Weekly Inventory Menu is displayed.
- To exit this menu, select R. The Weekly Inventory Items Menu is displayed.
- To interrupt processing, press [DELETE]. An Interrupt Ring Menu is displayed. See paragraph 6.2.1.2.5 for processing instructions.

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6.2.1.4.4 Outputs.

a. The Weekly Inventory Report (PCN AJK-459) is printed. See Appendix C for an example of this report.

NOTE: The system generates a control number for PCN AJK-459 in numerical sequence. The number count automatically begins with 001 when the Fiscal Year Reset Process is completed.

b. DA Pam 25-400-2 list the file numbers and retention periods for Food Service Program Files. AFMIS reports are not included in the current listings. Use the following information to file your report:

(1) File No. 30-1d, Dining Facility Operations File (6-month file).

(2) File the Weekly Inventory Report (PCN AJK-459). Discard the count sheets and recount sheets for your weekly inventory. Cut off this file twice a fiscal year. For example:

COFF: 31 Mar 01	DEST: Oct 01
COFF: 30 Sep 01	DEST: Apr 02

6.2.1.5 Print Last Weekly Inventory Report Subprocess. Use this subprocess to print extra copies of the last Weekly Inventory Report (PCN AJK-459) completed.

6.2.1.5.1 Processing Restriction. None.

6.2.1.5.2 Processing Materials. None.

6.2.1.5.3 Processing Actions. To print the last weekly inventory report, select Option E from the Weekly Inventory Menu.

a. A series of messages are displayed: **Please wait. Printing last weekly Inventory Report;** then, **Report finished. Check printer.**

b. After the report is printed, Press [ENTER]. The Weekly Inventory Items Menu is displayed.

c. To exit this menu, select R. The Inventory Menu is displayed.

6.2.1.5.4 Outputs. The Weekly Inventory Report (PCN AJK-459) is printed. Keep a file copy of this report. See Appendix C for an example of the report.

6.2.2 All Items Process. Use this process to inventory quantities for all the items listed on the MIF with a BOH of positive/negative greater than zero. To begin this type of inventory, select Option B from the Weekly Inventory Items Menu. The processing steps and screen numbers are the same for both types of inventory. See paragraphs 6.2.1 thru 6.2.1.5.4 for processing instructions.

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6.3 Monthly Inventory Subfunction.

a. Use the Monthly Inventory Subfunction to record the monthly and year-end inventories of all items in your dining facility required by AR 30-1. The system will now permit back dating (up to 5 days) these inventories that are required to be conducted after preparation of the last meal of the accounting period.

b. Select Option B from the Inventory Menu (fig. 6.2-1) to review and run the processes in Monthly Inventory.

c. The Monthly Inventory Menu (fig. 6.3-1) is displayed.

MONTHLY INVENTORY: A B C D E R X		
Print count sheets		
DATE: 18 Aug 95	MONTHLY INVENTORY MENU	AJK-459
-----Press F8 for Help-----		
A - PRINT COUNT SHEETS		
B - ENTER COUNTS		
C - ENTER RECOUNTS		
D - FINAL INVENTORY: (PHYSICAL INVENTORY MUST BE COMPLETE)		
E - PRINT LAST MONTH'S INVENTORY REPORT		
R - RETURN TO INVENTORY MENU		
X - EXIT FROM DFO PROCESSING		

Figure 6.3-1. Monthly Inventory Menu (AJK-459).

d. The data entry screens and processing steps for completing the Monthly Inventory processes are the same, except for the differences listed in 1 through 3 below, as those for the Weekly Inventory. See paragraphs 6.2.1 thru 6.2.1.5.4 for processing instructions.

NOTE: The processing steps are different between the weekly and monthly inventory processes, only when the monthly inventory is recorded on other than the last day of the month. These differences permit recording the inventory taken on the last day of the month up to 5 days after the inventory was actually taken using the date the inventory was actually taken.

(1) When finished entering initial counts and the system date is not the last day of the month, the Enter Inventory Date screen AJK-407, figure 6.3-1.1 is displayed for entry of the actual date the inventory was conducted.

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DATE: [01 Apr 97]	DINING FACILITY OPERATIONS	AJK-407
ACT CODE: [000063]	INVENTORY MANAGEMENT	
ENTER INVENTORY DATE		
ACTUAL DATE OF INVENTORY: [04/01/1997]		
MM/DD/YYYY		
[]		
Enter the actual date of monthly inventory.		

Figure 6.3-1.1. Enter Inventory Date (AJK-407).

(2) When final inventory, Option D on screen AJK-459, is selected on other than the last day of the month, the prompt, **“Do you really want to do a MONTHLY inventory on this date: 04/01/2001 (Y/N)?,”** will appear on a blank screen. If you want to finalize the monthly inventory enter “Y”. You will be permitted to enter the date the inventory was actually taken later on screen AJK-447. If you do not want to finalize the inventory at this time, enter “N” and the Inventory Menu will be displayed.

(3) When screen AJK-447, figure 6.3-1.2., is displayed on other than the last day of the month, the first data entry requirement is the actual date of the inventory. The date entered here should be the date the inventory was actually taken.

```

DATE: 01 Apr 97          DINING FACILITY OPERATIONS          AJK-447
ACT CODE: 000063          INVENTORY MANAGEMENT

                               FINAL INVENTORY - MONTHLY

ACTUAL DATE OF INVENTORY:  [      ]
                           MM/DD/YYYY

NUMBER OF REPORT COPIES:   [  ]
                           ( 1 TO 5 )

[                                                                    ]

Enter the actual date of monthly inventory.

```

e. When you complete the Final Monthly Inventory, the Monthly Inventory Report (PCN AJK-460) is printed. See paragraph 6.2.1.4.4 for disposition instructions. See Appendix C for an example of this report.

6.4 Cancel Inventory Subfunction. Use this subfunction to cancel an inventory in progress. The counts entered up to this point are set back to zero and the MIF balance on hand counts are not affected.

6.4.2 Processing Materials. None.

a. A series of messages are displayed: (1) **Accessing database. Please wait.** (2) **DO YOU WANT TO CANCEL THE CURRENT INVENTORY (Y/N) ?**

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(a) Enter Y to cancel the inventory. A series of messages are displayed: **(1) Updating database. Please wait. (2) Database updates have successfully completed. (3) THE CURRENT INVENTORY HAS BEEN CANCELED. (4), Press [ENTER] to exit process.** Press [ENTER] and the Inventory Menu is redisplayed.

OR

(b) Enter N to continue processing. A series of messages are displayed: **(1) YOU CHOSE NOT TO CANCEL CURRENT INVENTORY. (2) Press [ENTER] to exit process.** Press [ENTER] and the Inventory Menu is displayed.

b. When you cancel an inventory, your count entries are deleted, and the original MIF balances on hand are restored.

6.4.4 Outputs. No reports are produced during this process.

a. To exit this menu, select option R. The Dining Facility Operations Command menu AJK-003.

OR

b. To exit the system, select option X.